# Office of The Ombudsman, Hong Kong
# Enquiry Form

Enquiry No. : 2629 0555
Fax No. : 2882 8149
Email : enquiry@ombudsman.hk
Website : www.ombudsman.hk

Please read the **"Information Notes"** before completing the form.
All fields must be filled in, unless otherwise specified.

Name: ☐ Mr ☐ Ms ______________________________
*Please tick ( ✓ ) the appropriate box.*

Email or Correspondence Address: ______________________________

______________________________ Telephone No.: ____________
*(please provide as far as possible)*

**Details of the Enquiry** (Please specify. Use additional sheets if necessary.)

I / We#, being the enquirer(s), acknowledge the content of the **Information Notes** overleaf.

Signature : ______________________ Date : ______________________

*#Please delete as appropriate*

**Information Notes:**

1. All personal and other data submitted will only be used for purposes which are directly related to the performance of the statutory functions of The Ombudsman. The enquirer has the right to request access to and correction of personal data in accordance with the Personal Data (Privacy) Ordinance. Such requests should be addressed to the Chief Manager of this Office (at the address below), with the file reference number quoted, if available. This Office may charge a fee for supplying copies of such personal data.

2. The original of this enquiry form and any material provided will be disposed of according to the Office's record management policy and normally will not be returned to the enquirer. The enquirer should not submit any original material.

3. Please visit the Office's website (*www.ombudsman.hk*) or call our hotline (2629 0555) for details of our Performance Pledges and Complainants Charter.

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**BUSINESS REPLY SERVICE LICENCE NO. 5029**
**商業回郵牌號：5029**

**OFFICE OF THE OMBUDSMAN, HONG KONG**
**30/F CHINA MERCHANTS TOWER**
**SHUN TAK CENTRE**
**168-200 CONNAUGHT ROAD CENTRAL**
**HONG KONG**

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